



Address File

Standardization

on Diskette

Order Form and Instructions

PS Form 5603, September 1999



UNITED STATES
POSTAL SERVICE®

Instructions

This is a **one-time-only free service for small lists (up to 50,000 records)** to incorporate delivery point coding into your address file. To ensure the confidentiality of your files, all work is done in the strictest privacy.

Before you fill out this form

1. Make sure we can accept your diskettes.

We can process the following formats:

- 3 1/2" and 5 1/4" in ASCII fixed-length format
- IBM/MS-DOS-compatible
- Microsoft Excel, Version 7.0 or earlier
- Microsoft Access, Version 7.0 or earlier
- dBase, Version 5.0 or earlier
- Winzip or PKZIP files

We cannot process the following formats:

- Backup or save modes
- Multiple files on one diskette
- Variable-length formats
- Zipdisks, tapes, cartridges

The diskettes must be in fixed-length format. This means every record holds the same number of characters (including blank spaces) and each unique field also contains the same number of characters from record to record.

If your address file is not in a fixed-length format, export or translate your file before you send it. If you do not know how to export or translate your address file, check your software documentation or contact your computer supplier or the programming specialist who created your file.

2. Fill out a separate form for each address file you want coded.

We cannot accept more than one address file per diskette. A formatted blank diskette labeled *OUTPUT* should accompany each input diskette submitted. If output diskettes are not supplied, the diskettes with the original address file is overwritten.

3. Each diskette you send should be clearly labeled as follows:

1. Your organization's name
2. Your telephone number
3. The total number of records on that diskette
4. The number of that diskette out of the total number of diskettes sent
5. The file's name and extension (if any)

Example of how your diskettes should be labeled

1. Jones Company
2. (301) 555-5555
3. 300 records
4. Diskette 3 of 5
5. Jones.add

**For USPS Use:**

Log # _____ Number of Records _____
Date Submitted _____ Date Completed _____
Number of Diskettes _____ Diskette #/Size _____

Order Form

Address File Standardization on Diskette

General Instructions

Please fill out a separate form for each address file you want coded. Complete both sides of this form. If you need help, see the instructions.

If you need additional help completing this form...

Please consult your computer supplier or the programming specialist who created the format of your diskette address file. For additional information, contact your Postal Service Account Representative or Technical Support at the National Customer Support Center at (800) 238-3150.

After completing this form, send it and your diskettes in a sturdy protective mailing container to the address at the right.

DISKETTE PROCESSING SERVICES
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Please allow 21 working days to process your diskettes.

NOTE: You must use USPS to ship the container. We will not accept containers shipped by any of our competitors.

A. Where do we return the diskettes?

Mail to: _____
Firm/Company Name: _____
Address: _____
(Include Apt./Suite #, PO box, or RR and RR box)
City: _____ State: _____ ZIP+4: _____
Firm/Company Phone: () _____

B. If we need to speak to someone about this project, whom should we call?

Name: _____
Phone: () _____ Best Time to Call: _____

C. Please provide the following information about your address file.

Your Company or
Organization Name: _____
Brand of Computer: _____
Computer Model: _____
Diskette Size: ☐ 3 1/2" ☐ 5 1/4"
Diskette Type: ☐ SSDD ☐ DSDD ☐ SSHD ☐ DSHD
Record Length: _____
(Total number of characters or bytes per record)
File Name: _____
(Include extension, if any)
Number of Diskettes Sent to Us: _____
Total Number of Records Contained on All Diskettes: _____

D. Tell us about the information in each record.

1. If you do not want us to overwrite your input fields, identify and provide the space (*blank fields*) for the new locations. Identify these new output fields in the Output fields column.

Input Fields		2. Beginning position of the information in the :		
	Max. Length	Field Length	Input Field	Output Field
3. Personal name or Account #	50	_____	_____	_____
4. Firm	50	_____	_____	_____
5. Delivery Address	50	_____	_____	_____
6. Puerto Rico Urb Name	28	_____	_____	_____
7. City/State/ZIP	50	_____	_____	_____
8. City: City/State	28	_____	_____	_____
9. State	2	_____	_____	_____
10. ZIP	5	_____	_____	_____

Output Fields

11. If you select an output field and do not provide the space for it, we will modify your structure to include the field(s). Is this acceptable? (check one) ☐ Yes ☐ No

	Max. Length	Field Length	2. Beginning position of the information in the Output field	
12. County Code	3	_____	_____	_____
13. Carrier Route ID	4	_____	_____	_____
Complete either 14 or 15				
14. ZIP+4 Code	9 or 10	_____	_____	_____
15. +4 Add-on Code	4	_____	_____	_____

If you use 16, 17 is optional; however, if you use 17, you must also use 16.

16. Delivery Point Barcode (DPBC)	2	_____	_____
17. DPBC Check Digit	1	_____	_____
18. Footnote Flags	10 or 16	_____	_____
19. Record Type	2	_____	_____
20. Return Code	2	_____	_____
21. Carr Rte Rate	1	_____	_____
22. Congress Dist	2	_____	_____
23. LACS Indicator	1	_____	_____
24. Govt Bldg Ind	1	_____	_____

E. Examples of Addresses:

Before		Example of input addresses (<i>before services are performed</i>)		
S DAVID SELLERS	APARTMENT 401	3222 92 STRT	FLUSHING NY	11396
JOE SMITH		5 MAIN STREET	KANSAS CITY MO	64132
GAIL JOHNSON		800 KINGS ROAD	JACKSONVILLE FL	32202
After		Example of final coded and standardized output addresses		
S DAVID SELLERS		3222 92ND ST APT 401	FLUSHING NY	11396-2408
JOE SMITH		5 MAIN ST	KANSAS CITY MO	64132-3754
GAIL JOHNSON		800 KINGS RD	JACKSONVILLE FL	32202-4742

How to fill out the form

These notes correspond to the reference numbers in Section D of the Order Form.

1. If you do not want us to overwrite your input fields, identify and provide the space (*blank fields*) for the new locations. Identify these new output fields in the *OUTPUT* column in Section D of the Order Form.
2. What is the beginning position? We need to know exactly where certain fields begin. For example, if Personal Name or Account # field begins at position 1 and extends for 50 characters, your second field will begin at position 51. If you are not sure how many characters are allotted to each field in your address file, your program may offer a menu option to examine the structure of your file or database.
3. This field is useful in reviewing any hard copy reports that are produced. Neither personal names nor account numbers are not changed in the new address file. The maximum length of this field is 50 characters. (*This field is optional.*)
4. The Firm/Company Name or Building Name is used to determine the most specific ZIP+4 code and delivery point information. If there is no firm name, you can use this as a second address line. The maximum length of this field is 50 characters. (*This field is optional but highly recommended.*)
5. You **must** use the Delivery Address field. This field should include a complete deliverable address, including the floor, suite, room, or apartment number to enable us to determine the most specific ZIP+4 code and delivery point information. The maximum length is 50 characters. All delivery addresses must be in the same field. Any addresses not in the Delivery Address field are not standardized. All parts of a delivery address should be in the same field. If the field is broken into segments (*street number, street name, etc.*), we cannot return the delivery address in separate fields.
6. This field is optional. Use it only for additional information about community or geographic names in Puerto Rico. If you use this field, you must also use the Delivery Address field. The maximum length of this field is 28 characters.
7. The City/State/ZIP field may contain the city or post office name, state, and 5-digit ZIP Code in the same field. Maximum length of this field is 50 characters. If you want this field updated with the output City/State/ZIP, you must provide a minimum of 28 characters. You must use either the City/State/ZIP field or the City: City/State field.
8. This field is used if your city is in a field by itself or if the city and state are in a field together. The maximum length of this field is 28 characters.
9. This field is used for the 2-character state abbreviation. If you have included the state in the same field with the city, do not use this field.

How To... continued.

10. Use this field if your ZIP Code is kept in a separate field. If you included the ZIP Code in the City/State/ZIP field, do not use field 7.
11. If we modify your file structure, you may not be able to use the address file we create. If you have questions concerning this, contact your computer supplier or the programming specialist who created the format of your diskette address file or call us.
12. Use this field if you want the 3-character county code information. This field is optional.
13. This field is optional. Use this field if you want to identify the carrier route for each address.
14. If you provided an input ZIP location but did not specify an output location in field 10, use this field to indicate where to place the ZIP+4 code we will return. If you want us to include a dash between the ZIP Code and the +4 add-on code (12345-1234), specify 10 characters for the field length. If you do not need a dash between the ZIP Code and the +4 add-on code (123451234), specify 9 characters for the field length.
15. The purpose of this field is to specify a separate location for the +4 add-on code. Use this field only if you specified an output location in field 10 and are not using field 14. If you are using field 14, do not enter anything in this field.
16. Use this optional field if you are printing a barcode on your mail and the software you are using cannot determine the delivery point information.
17. You cannot use this field if you are not using field 16. If you are using field 16, you may not need to use this field if your software can calculate the check digit that is required in the barcode.
18. Use this field if you want to receive footnote flags to alert you to changes we made (or that you should make) to standardize your address file. If you use this field, footnote characters will appear in the Output field and you will receive the Footnote Flag Reference Sheet, which explains the changes we made—or if we could not process your record, an explanation of why. We recommend that you use this field.
The footnote flags are as follows:
 - A ZIP Code corrected
 - B City/state spelling corrected
 - C Invalid city/state/ZIP
 - D Nondeliverable address (no ZIP+4 assigned)
 - F Address could not be found in National Directory File database
 - H Missing secondary number (apartment/suite)
 - I Insufficient/incorrect address data (multiple response)
 - J PO box dual address

How To... continued.

- K Non-PO box dual address
- L Address component changed
- M Street name spelling changed
- P Better address exists
- S Incorrect secondary number
- U Unofficial post office name
- V Unverifiable city/state
- W Invalid delivery address

19. If you use the Record Type field, we will update the address records we match with one of the following values. These codes can be used to determine the mailing characteristics of your addresses.

- S Street addresses
- H Building/apartment addresses
- F Firm addresses
- P Post office boxes
- R Rural routes/highway contracts
- U Unique 5-digit
- G General delivery

20. Use the ZIP+4 Return Code field if you want us to give you return codes. These are the return codes:

- 10 Invalid dual address
- 11 Invalid ZIP Code/city/state
- 12 Invalid state
- 13 Invalid city
- 21 Not found
- 22 Multiple response
- 31 Exact match
- 32 Default match

21. This indicator specifies whether a discount is provided for letter-size, carrier route-sorted mail.

- Y Carrier route sortation rates apply for the ZIP Code
- N Carrier route sortation rates DO NOT apply for this ZIP Code

22. A standard value identifying a geographic area within the United States, serviced by a member of the US House of Representatives. If APO/FPO, then the Congressional District No. will be blank. If there is only one member of Congress within a state, the code will be "AL" (at large).

23. This indicator describes records that have been converted to the LACS system (a product/system in a different product line that allows mailers to identify and convert a rural route address to its new city-style address). Rural route addresses are being converted, and some city-style addresses are being modified

How To... continued.

to city-style addresses so that emergency vehicles (ambulances, police cars, etc.) can find these locations.

L LACS address—this is the old (usually rural route) address that has been converted for the LACS system.

Blank Not applicable

24. This is an alphabetic value that either identifies the type of government agency at the delivery point and/or whether a Firm is the only delivery type at this address. For this purpose, *address* is defined as the complete delivery line (e.g., complete street address and, if included as part of the firm record, the secondary abbreviation and/or address secondary number). The values of the following fields are only valid for alternate records. The value of "D" is valid for base and alternate records.

This field may be blank or contain one of the following values:

- A City government building
- B Federal government building
- C State government building
- D Firm only
- E City government building and firm-only
- F Federal government building and firm-only
- G State government building and firm-only

After you complete the form

1. Detach the form from this booklet and send it along with your diskettes in a sturdy, protective mailing container to the address at the right.

DISKETTE PROCESSING SERVICES
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Please allow 21 business days to process diskettes.

NOTE: You must use USPS to ship the container. We will not accept containers shipped by any of our competitors.

2. If you need additional processing, use a CASS-certified vendor. For a list of vendors or for other information, call:

National Customer Support Center (NCSC)
(800) 238-3150.

If you need more help

If you need more help completing this form, please consult your computer supplier or the programming specialist who created the format of your diskette address file.

For additional information, contact your Postal Service Account Representative or Diskette Processing Services at the National Customer Support Center (NCSC):
(800) 238-3150.